

## **Welcome to a new exciting year at Union University!**

You are joining over 900 other students who are continuing an over century-long tradition of taking classes with Union in the Memphis area. Since 2000, Union has been offering classes in Business, Christian Studies, Continuing Studies, Education, and Nursing at the Germantown Campus. We are excited that the Stephen Olford Center is now a part of Union and will be the home of our Christian Studies offerings. These are exciting times and I cannot wait to see what God has in store for all of us this year.

I understand that most of you are juggling work, family and school, and therefore I want to be sure information is easily accessible to you. The following handbook was designed with you in mind. If you have suggestions for the handbook, or an idea for making life for the adult student easier, please do not hesitate to contact your program director or my office at 901.759.0029, x110 or [jdavis@uu.edu](mailto:jdavis@uu.edu)

I look forward to serving you this year. May God bless you as you study at Union to prepare for future service.

In His Service,

A handwritten signature in cursive script that reads "Jimmy H. Davis". The signature is written in black ink and is positioned below the text "In His Service,".

Jimmy H. Davis  
Vice President

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## UNION UNIVERSITY PROFILE

### OUR IDENTITY

Union University is an academic community, affiliated with the Tennessee Baptist Convention, equipping persons to think Christianly and serve faithfully in ways consistent with its core values of being Christ-centered, people-focused, excellence-driven, and future-directed. These values shape its identity as an institution which prioritizes liberal arts based undergraduate education enhanced by professional and graduate programs. The academic community is composed of quality faculty, staff, and students working together in a caring, grace-filled environment conducive to the development of character, servant leadership, and cultural engagement.

### OUR CORE VALUES

- **Excellence-Driven:** We believe that excellence, not mere compliance, is the goal of our teaching, our research, and our service. We are not motivated to excellence out of pride but out of a desire to do all things for God's glory because He cares about our work and wants to be involved in everything we do. We will not be satisfied with mediocrity, but will pursue excellence in all things. This means our truth claims carry with them the challenge of living out that truth in the minutes and hours of our daily lives. Thus we will pursue excellence, without arrogance.
- **Christ-Centered:** A cohering core value of our guiding vision is a call to faith, a call to be Christ-centered in all that we are and in all that we do. We will seek to build a Christian liberal arts-based community where men and women can be introduced to an understanding and appreciation of God, His creation and grace, and to humanity's place of privilege and responsibility in this world. We will seek to establish all aspects of life and learning on the Word of God, leading to a firm commitment to Christ and His Kingdom. To be a Christ-centered institution calls for us to establish the priority of worship and service in the Christian life while seeking to develop a generation of students who can be agents of reconciliation to a factious church in a hurting and broken world. This commitment calls for all faculty and staff to integrate Christian faith in all learning and doing, based on the supposition that all truth is God's truth and that there is no contradiction between God's truth made known to us in Holy Scripture and that which is revealed to us through creation and natural revelation.
- **People-Focused:** A third pillar on which we will build our common commitments is the core value of being people-focused. At the heart of our commitment to being people-focused is the visible demonstration of valuing one another. We will give honor to one another through our words and actions, and by committing to each person's success. We therefore jointly commit ourselves to the success of Union University.
- **Future-Directed:** We will seek to maximize the windows of opportunity the Lord has presented to us to the greatest degree that resources allow. All of our resources and efforts must, by God's grace, be maximized to fulfill our common mission. A commitment to being future-directed means we want to have a short-term focus and a long term view. We want to involve ourselves in efforts that prepare us effectively to impact the world of the 21st Century.

### OUR MISSION

Union University provides Christ-centered education that promotes excellence and character development in service to Church and society.

### OUR STATEMENT OF FAITH

1. **The Scriptures.** The Scriptures of the Old and New Testament were given by inspiration of God and are the only sufficient, certain and authoritative rule of all saving knowledge, faith, and obedience.
2. **God.** There is but one God, the Maker, Preserver and Ruler of all things, having in and of Himself, all perfections, being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience. He exists eternally in three persons: Father, Son, and Holy Spirit each with distinct personal attributes, but without division of nature, essence or being. God ordains or permits all things that come to pass, and perpetually upholds, directs and governs all creatures and all events; yet so as not to destroy the free will and responsibility of intelligent creatures.
3. **Humankind.** God originally created humankind in His image, and free from sin; but through the temptation of Satan, they transgressed the command of God, and fell from their original righteousness, whereby all humans have inherited a sinful nature that is opposed to God, and are thus under condemnation. As soon as they are capable of moral action, they become actual transgressors.

4. **Jesus Christ.** The second person of the Trinity is the eternal Son of God. In his incarnation, Jesus Christ was conceived by the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature, yet without sin. He honored the divine law by His personal obedience, and by His substitutionary death on the cross He made provision for our redemption from sin. He was buried and rose again the third day, and ascended to His Father, at whose right hand He lives to make intercession for His people. He is the only Mediator, the Prophet, Priest and King of the Church, and Sovereign of the universe.
5. **Holy Spirit.** The Holy Spirit is the Spirit of God, fully divine, who exalts Jesus Christ. The Spirit convicts men and women of sin, of righteousness, and judgment, enabling them to understand the truth. He calls men and women to the Savior, and brings about regeneration, which is a renewal of heart and nature.
6. **Salvation.** Salvation involves the redemption of the whole person, and is offered freely to all who believe in Jesus Christ as Lord and Savior; accepting and trusting in Him alone for justification and eternal life. Justification is God's gracious declaration of righteousness of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made. Believers are also sanctified by God's Word and Spirit dwelling in them. Sanctification is the process of progressing toward moral and spiritual maturity, enabled by the presence and power of the Holy Spirit. Those who are accepted in Christ and sanctified by the Holy Spirit will never totally nor finally fall away from the state of grace, but shall persevere to the end, and be kept by the power of God through faith unto salvation.
7. **The Church.** The Lord Jesus Christ is the Head of the Church, which is composed of all true followers of Christ, and in Him is invested supremely all power for its government. Christians are to associate themselves with local churches; and to each church is given the authority to administer order, to carry out ministry, to worship, and to practice discipline.
8. **Last Things.** The bodies of humans after death return to dust, but their spirits return immediately to God—the righteous to rest with Him; the wicked to be reserved under darkness to the judgment. God in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth. At the last day, the bodies of all the dead, both just and unjust, will be raised. God has appointed a day, when He will judge the world by Jesus Christ, when all people shall receive according to their deeds; the wicked shall go into everlasting punishment; the righteous, into everlasting life.

## OUR HISTORY

Union University is an heir of three antebellum Tennessee schools—West Tennessee College and its predecessor, Jackson Male Academy, both located at Jackson, and of Union University, located at Murfreesboro—and it is the inheritor of another college in 1927, Hall-Moody Junior College of Martin, Tennessee.

Jackson Male Academy, founded in 1823 shortly after the opening of West Tennessee for settlement, was chartered by the legislature in 1825, making it the oldest school currently affiliated with Southern Baptist life. Jackson Male Academy was re-chartered as West Tennessee College in the mid-1840s.

Meanwhile, during the same timeframe, the Baptists of Middle Tennessee (there were three separate conventions in Tennessee at that time) established Union University at Murfreesboro. Because both institutions were damaged by the Civil War, they were both in financial straits by the 1870s.

Southwestern Baptist University, the immediate predecessor of the present Union University, originated because of a desire by Tennessee Baptists, who still had a separate convention for each of the state's three Grand Divisions, for greater unification. Education became the core issue around which such unification was promoted. An Educational Convention met in Murfreesboro in 1874, and voted to merge Union University at Murfreesboro and West Tennessee College into one regional institution, Southwestern Baptist University to be located in Jackson Tennessee.

In 1875 the combined institution was chartered as Southwestern Baptist University. In 1907, Dr. T. T. Eaton, a trustee at Southwestern from its beginning, bequeathed his 6,000 volume library to the college. He was a former professor at Union University at Murfreesboro, where his father, Dr. Joseph H. Eaton, had been president. Shortly thereafter the name of Southwestern Baptist University was changed to Union University to honor the Eatons and others from Union at Murfreesboro who had made a major impact on Southwestern as faculty, administrators, trustees, and contributors. In a further move to unify its educational efforts, the Tennessee Baptist Convention in 1925 secured a new charter which vested all rights, authority, and property of Union University in the Convention, including the election of the University's trustees. In 1927, the Tennessee Baptist Convention was able to consolidate Hall-Moody Junior College at Martin (1900-1927) with Union University. During the 1920s, Union discontinued its graduate program, its Law Department, and its high school and added a bachelor of music degree program.

In 1948 the Southern Association of Colleges and Schools granted Union University its original accreditation. In 1962, at the request of local physicians, Union developed a nursing program with the assistance of Jackson-Madison County General Hospital. Because of an aging and landlocked campus, Union, in 1975, moved from near downtown to a new campus located along Highway 45-Bypass in north Jackson.

From 1880-1911 Union University sponsored the Memphis Hospital Medical College, which awarded 2,625 medical degrees before merging with other medical schools to form the current UT Health Science Center. During the early 1950's to the early 1970's, Union operated an Extension Center in the Memphis area. From 1987-95, Union offered the degree completion program leading to the Bachelor of Science in Nursing (RN to BSN track) in Memphis. There were over 300 graduates of this program. Since 1997 Union University has operated the Germantown Campus with programs in Business (MBA), Christian Studies (MCS), Continuing Studies (BSOL), Education (MAEd, MEd, EdS, EdD), and Nursing (BSN, MSN) with over 900 students currently enrolled. On May 31st, 2007, Olford Ministries International (OMI) and Union University merged, with the Olford Center on Riverdale Rd. in Memphis renamed "The Stephen Olford Center at Union University." At the Stephen Olford Center, the ministries of OMI will continue and will be the home of Union's Christian Studies offerings.

When David S. Dockery was elected as the fifteenth president of Union University in December 1995, he brought with him a compelling vision to build on a great tradition while taking Union to the next level of regional and national prominence in Christian higher education. The progress that has been made during this time has been remarkable: annual non-duplicating headcount increased from 2200 (in 1996) to more than 4700 (in 2006); significantly increased giving to Union, including ten of the largest commitments in Union history; and achieved top tier recognition in U.S. News and World Report and other important listings.

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**Student Accounts  
Representative**

*Mrs. Emily Dobson*  
edobson@uu.edu

ext. 110

**Financial Aid  
Representative**

*Miss Kimberlee Campbell*  
kcampbel@uu.edu

ext. 131

**Jackson Campus Adult Studies (toll free)**

866.392.6700

**Key Numbers on the Jackson Campus  
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bbishop@uu.edu

731.661.5212

**Student Accounts**

*Mrs. Tina Giddens*  
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731-661-5299

## **CAMPUS SERVICES AND ACTIVITIES**

### **ACADEMIC POLICIES/PROCEDURES**

A significant part of the student's life at the University is spent in the classroom with objectives to acquire knowledge and to develop wisdom and to learn ways of applying them as Christian professionals. Detailed information on academic requirements will be found in the Union University *Catalogue* and the *Graduate Catalogue*.

### **ACADEMIC RESOURCES AND INFORMATION SERVICES**

Union University Germantown's Information Center provides access to books, journal articles, and other documents. Services available include reference answers to specific questions, consultation on research assignments, assistance in navigating the Internet, and in depth bibliographic research. Every effort will be made to satisfy any information needed.

In addition, the Information Center has 12 computer workstations. Each station has Internet access that students can use to visit the Library's Online Catalog and electronic databases ([www.uu.edu/library](http://www.uu.edu/library)). Each computer has basic office productivity software. There is no charge for printing from the computer workstations.

#### **What kinds of services do we provide?**

- Books and audiovisual materials held on the Germantown and Jackson campuses (over 100,000 of them)
- Journals in bound or recent format held on the Germantown and Jackson campuses
- Journals in microfiche format held in Jackson
- Books and journal articles available in electronic format through databases accessible through our website ([www.uu.edu/library](http://www.uu.edu/library))
- Assistance finding the information you need

#### **Who should I contact for help?**

On the Germantown campus, contact Shirley Harris ([sharris@uu.edu](mailto:sharris@uu.edu); 901-759-0029, ext 104, Room 209) for instruction for individuals and classes using specific databases, assistance for individuals when encountering problems accessing databases from off-campus, help locating citation information, and help in database searching for articles or documents.

On the Jackson campus, contact Paul Sorrell ([psorrell@uu.edu](mailto:psorrell@uu.edu); 731-661-5417; fax # 731-661-5175.) when you need items located on the Jackson campus. Our policy is to send out items within 48 hours after receiving a request for them. Note: Paul does not work on weekends.

When e-mailing your request, provide your name, degree program, and where you want to receive the materials (fax or mail, home or Germantown campus), along with the complete citations.

#### **How do I return items from the information center?**

1. Articles and documents, of course, do not have to be returned. Keep them or throw them away after use.
2. Books and audiovisual materials can be returned to the book drop located near the door of the Information Center (Room 209).

#### **What is the interlibrary loan service?**

As a Union student, you may order any book or article you find cited which we do not have in the Library through ILL. This service takes 7-10 days from the time you order until the item arrives (though articles often come electronically and can arrive in 4-7 days).

While ILLs don't usually cost you anything, they are not free to the library. Therefore, make your ILL selections carefully, thoughtfully, and wisely.

- Indicate on each request how you wish to be notified once the item arrives.
- Articles are yours to keep while books are due in 2-4 weeks, depending on the lending library.
- Email your request to Shirley Harris at [sharris@uu.edu](mailto:sharris@uu.edu).

## **BOOKSTORE**

Tiger Bookstore is located in room 123 on the Germantown Campus. The direct line to the bookstore is 901.312.9357. The bookstore hours are as follows:

Monday	11:00 a.m.-6:00 p.m.*
Tuesday	11:00 a.m.-6:00 p.m.*
Wednesday	12:00 p.m.-4:00 p.m.
Thursday	11:00 a.m.-6:00 p.m.*
Friday	CLOSED
Saturday	7:30 a.m.-1:00 p.m.

\*Bookstore is closed for lunch from 2:00-2:45 p.m.

## **BULLETIN BOARDS**

For information regarding campus closings or events, please read the bulletin boards posted around campus. Students may also register for UU Alerts, which is our official Emergency Alert Systems. Log on to <http://www.uu.edu/uualerts/> for more information. Bulletin boards are available for posting information in the Student Breakroom.

## **CAREER SERVICES**

The Career Services staff assists students on both the Jackson and Germantown campus. For more information on Career Services, please visit the Career Services web site located at [www.uu.edu/student-services/careerservices](http://www.uu.edu/student-services/careerservices).

## **CELL PHONES AND BEEPERS**

The University strives to provide a positive learning environment for all students. Cell phones and beepers disrupt classes and quiet places of study. We ask your cooperation in doing the following:

- Turn off your cell phones and beepers in the classroom. If you are on call and must have your cell phone on, please use the vibrating option.
- Remove phone conversations from quiet places (e.g., information center).

## **CHANGE OF ADDRESS/NAME**

Students are responsible for reporting any change of name or home address to the Program Coordinator. Students may also see Teresa Hataway in Room 108E for a change of address form.

## **CHAPEL**

Chapel services are usually held on the third Wednesday of each month at 11:00 a.m. During each chapel, the University community gathers for a shared learning and growing experience. Chapel services are designed to provide spiritual encouragement, moral guidance, and intellectual challenge. The Germantown Campus invites each student to attend these monthly services.

## **CHILDCARE**

Please make childcare arrangements for when you are on campus, as it is inappropriate to bring children into class. In addition, children should not be in the computer labs or left unattended in the building. If a child is found unattended you will be asked to leave the building.

## **CLOTHING**

Union shirts, other apparel, and Union gifts can be purchased at Tiger Bookstore on the Germantown Campus.

## **COMPUTER LAB**

The computer lab is available anytime the building is open. Please see the following building schedule:

Monday-Thursday	8:00 a.m.-9:30 p.m.
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Friday 8:00 a.m.-3:30 p.m.  
Saturday 8:00 a.m.-3:00 p.m.\*\*

\*\*There are some Saturdays that there will not be classes so the building will be closed. Please check doors and bulletin boards for listings.

### Assistance

For assistance please contact Tabitha Washburn [twashbur@uu.edu](mailto:twashbur@uu.edu), or 901-759-0029 ext. 126, or Office # 213. Please always provide your first and last name and your student ID number. If unavailable, fill out a card for a password reset and drop it in the locked box on Tabitha's door or you may contact the help desk in Jackson 731-661-5400 for assistance. Remember there is a 24 (work) hour turn around on resets. If you are not on campus e-mail is the preferred method of communication. Plan accordingly!

### Lab Policies

- No Children – the lab is for current students, faculty, and staff only.
- No Food or Drink is allowed in the computer labs
- The main use of the labs is for academic work. You may be asked to leave if others are waiting to use the computers for class-related activities.
- Acceptable Lab policies can be viewed at [www.uu.edu/computing/aup.htm](http://www.uu.edu/computing/aup.htm)

### Logon Information

The areas that require signing in:

- Network (Novell) – On campus only. Gives you access to your storage space, email through GroupWise, and Printing rights.
- Email (GroupWise) – GroupWise, the program on campus used to check your email. Off campus it is available through the Internet at [mail.uu.edu](http://mail.uu.edu)
- Web Advisor – Using Internet Explorer - To check grades, account balances, class schedules, etc. [webadvisor.uu.edu](http://webadvisor.uu.edu)
- Virtual Office – Off campus using Internet Explorer – Gives you access to your G drive. Your network drive. [vo.uu.edu](http://vo.uu.edu)
- Library databases - Some of the library's databases require your username and password. You may access the library's databases at [www.uu.edu/library/databases](http://www.uu.edu/library/databases).
- Blackboard – Some classes may meet online completely or have an online component. You can access Blackboard at <http://elearn.uu.edu>.

For off campus access, if you are using AOL or CompuServe as your ISP you will need to sign into the internet and then minimize their window and use Internet Explorer to access your Union sites.

### How to Log into your Novell network account for the first time:

You should be on campus to log into the network for the first time. At that time you will be asked to change your password. Make sure it is something you will remember. This will be your password for your network, email, WebAdvisor, library, and Virtual Office accounts.

**Step 1:** Once you are fully registered and your account has been setup, you will be able to access Union's network.

*Your Username:* "s" followed by your ID# (Depending on when you were first enrolled as a Union student, your ID# could be 4 – 7 digits long.

*Your Default Password:* The 4<sup>th</sup> and 5<sup>th</sup> digits of your Social Security Number, followed by your two-digit birth month and your two-digit birthday.

Example:

Social Security Number = 123-45-6789

Date of Birth = 05-03-75 (mm/dd/yy)

Password = 450503

**Step 2:** Enter your username and password in the appropriate boxes indicated on the login screen.

**Step 3:** A Windows workstation box will pop up. The username will be "student". Do not change the username or type in a password. Click OK

**Step 4:** If your attempt is successful, you should be prompted to change your password. You must do this now or you will be locked out of your account and will have to have your password reset. You will use this new password to login to a campus computer the next time you login. This new password will also be what you will

use to login to your GroupWise email account, your Web Advisor account and to your Virtual Office account. When you are logged in to a campus computer, you can access your network drives.

**Step 5:** If you ever find that you cannot login and you receive an error box, please check with Tabitha Washburn at [twashbur@uu.edu](mailto:twashbur@uu.edu).

If Tab is out of the office you may fill out a request card and place it in the box on the door of office 213 or call the Student Helpdesk for assistance at 731-661-5400. They will get information from you and place a request to have your password reset. This will not be automatic. Please plan accordingly! Someone will reset your password as soon as they receive the request. *You will need to repeat the steps above each time your password is reset.*

### **Logoff Information**

Remember to always logoff when you are finished using the computer. Not logging off will leave your personal account open for use by the next user.

### **Network Drives Available**

Once logged onto the campus network, you will have available:

- s##### (called G drive): where ##### is your personal Union ID number. This drive is your personal network drive. It provides 150 MB of storage space accessible only to you.
- No other student can access your space without having your username and password.
- Read (called O drive): The O: drive is used by some faculty members to distribute documents to students in their classes. You will not be able to save any files there.
- Write (called S drive): The S: drive is used by students to submit documents to some faculty members. You are able to drag/copy files from a drive to a folder on the Write drive. Due to security constraints, you will not be able to see your file on the S: drive.
- TmpShare (called T drive): The Temp T: drive can be used temporarily by students to share files for only seven days with other students. Be aware that if you save files on the TmpShare drives, all students on campus have full access to the file. Keep a backup copy on your G: drive or on a portable storage device.

### **Network Printing Services**

You must be logged on to the campus network in order to print to the computer lab printers. A printer is located in each lab.

If you use the computer labs, you must:

- Only print what is absolutely essential.
- Be aware of the length of articles before printing them
- Use recycled paper (used paper stacked by the printer) for copies you will only make a reference to and do not have to submit the original article.
- If you are not sure if you wish to use an article, email it as an attachment to your home email and review it when you have more time instead of printing it and not using it at all.
- We want to provide you with the resources you need to do well in your programs; however we also want to be good stewards of that to which we have been entrusted.

### **Saving Files**

- USB storage devices. (also referred to as *Jump, Thumb, or Flash drives*)
- Although these are a lot more stable than the old floppy disk, please be careful with them.
- Suggested size 128MB or above. Can be purchased at any electronics store. Do Not purchase drives that say "secure", i.e. Lexar Secure drives. A basic Lexar drive is fine.
- Network Drive G: This is personal storage space on the network, accessible from on campus or off campus via Virtual Office.
- Floppy & Zip drives are being phased out.

## **CONFIDENTIALITY OF STUDENT RECORDS**

### **FERPA—Family Educational Rights and Privacy Act**

Congress approved and the President has signed into law the Family Educational Rights and Privacy Act of 1974. The objective of the Act is to provide students and parents greater access to and control over information

contained in educational records. The law stipulates access the institution is responsible for making its students aware of the law and its ramifications.

- Definition of Student – A student is one currently enrolled or who have previously been enrolled.
- Definition of Record – Within 45 days of receiving a request, colleges must allow students to inspect their “educational records” which include records, files, documents, and other materials which contain information directly related to a single student and are maintained by the university.
- Financial Forms and Confidential Letters – Students are not guaranteed access to financial information furnished in the past or future by their parents, nor to confidential letters of evaluation filled prior to January 1, 1975. As to letters received after 1975, the law allows the student to waive his/her right of access if the letters have to do with admission, employment or honors, if the letters are used only for those purposes and if the student is told, on his/her request, the names of all letter writers. No student or applicant may be required to execute a waiver, but an unsuccessful applicant, waiver or no, has no right to inspect all or any of the file accumulated in his/her case.
- What is not a record – FERPA II defines certain other material as falling outside the definition of “education records” and not (by Federal Law) open to inspection by parents or students. Such materials are: a) the records about students made by teachers and administrators for their own use and not shown to others; b) campus police records, under certain circumstances; c) employment records for college employees who are not current students; d) records about college students or those over 17 years old “created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional” acting or assisting in such capacity, for treatment purposes, and which are available only to persons providing such treatment.

### **What Kinds of Information about a Student May be Released, to whom, and Under What Conditions?**

**Directory Information** – Information which may be unconditionally released to the world, without consent of the student, unless the student has specifically asked this his/her prior consent be obtained. “Directory Information” includes a student’s name, campus and home address, telephone listing, date and place of birth, major field of study, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, and the most previous educational institution attended by the students.

**Access Without Student Consent** – FERPA II expands the list of people who may have access to a student’s actual record (or to receive personally identifiable information contained therein) without a student’s consent.

Teachers, administrators and the like (in the same institution) may look at the record if they have a “legitimate educational interest.”

Colleges may transfer information: a) to other educational institutions in which the students intends “or seeks” (new) to enroll (though the students must be given a copy of the record, if he wishes, and an opportunity to challenge it); b) to enumerated public officials (like the Comptroller General of the United States); and c) “in connection with a student’s application for, or receipt of, financial aid.”

Five new categories of recipients are: 1) state and local officials to whom state law in effect on November 19, 1974, required information to be reported. This presumably was added in recognition of the common statutory requirement that certain kinds of infectious diseases, gunshot wounds, and the like be reported to public authorities; 2) organizations like ETS and CEEB in connection with “developing, validating, or administering predictive tests, administering student aid programs, and improving instruction,” but such organizations must not show the personally identifiable information to outsiders and must ultimately destroy it; 3) “accrediting organizations in order to carry out their accrediting functions,” 4) parents of a student who is a dependent for income tax purposes (the HEW regulations, when issued, should make clear when a college may reasonably assume that a student is an income tax dependent; 5) “appropriate persons” in the case of health and safety emergencies, with the details left for enunciation in NEW regulations.

Other than in the exceptions just listed, or in the case of directory information or in responding to judicial process, a college may not release “personally identifiable information in educational records” or allow anyone else access to those records, unless the student has given his/her written consent “specifying records to be released, the reasons for such release, and to whom,” and a copy of the released records is furnished the student.

**Judicial Process-** If the college is responding to a court order or subpoena, it is under no requirement to give a copy of materials furnished, but it must notify him “of all such orders or subpoena in advance of compliance therewith.” It is to be presumed that the HEW regulations will require only reasonable notification efforts by a college before the due date of a subpoena.

**Custodians of Records** – Student records at Union are found in the Office of Student Life and in the Registrar’s Office. If a student wishes to examine their records in either of these offices, they should make an appointment to do so.

If a student wishes any organization to which they belong, such as a fraternity or sorority, to have access to their grades, it is necessary for them to sign a release to this effect in the Registrar’s Office.

If further information is needed concerning the Family Educational Rights and Privacy Act, please feel free to come by the Office of Student Life or the Registrar’s Office for assistance.

The University reserves the right to withhold transcripts in cases of delinquent accounts.

### **Types of Administrative Records**

There are a number of offices on campus where student records are housed. All records pertaining to academic information such as grades, transcripts, etc., are housed in the Registrar’s Office. The official personal file is housed in the Residence Life Office in the Office of Student Life. Letters of recommendation, personal letters, judicial information, and a running account of the students’ life at Union University are contained in these files. All health forms and medical records are housed in the Health Services Office. Information of a counseling and guidance nature are housed in the Counseling Services Office. Students receiving financial aid have a file which is housed in the Financial Aid Office. Information concerning each student’s financial account with the University is housed in the Business Services Office.

### **COUNSELING SERVICES**

Upon referral, students may receive 5 sessions at no charge with the community psychologist service provider under contract with the University. All counseling situations are held in strict confidence. Students may contact Dr. Paul Deschenes, Director of Counseling Services at 731-661-5322 or [pdeschene@uu.edu](mailto:pdeschene@uu.edu), or visit [www.uu.edu/student-services/counseling](http://www.uu.edu/student-services/counseling).

### **DIRECTORY INFORMATION**

Directory information (student’s name, address including e-mail address, telephone number, date and place of birth, photograph, academic major, class schedule, dates of attendance, degrees and awards received, and most recent previous educational institution attended) may be made public by the University unless a student requests in writing to the Jackson Campus Academic Center that it be released upon his/her consent (Academic Center Fax # 731.661.5187).

### **E-MAIL**

Email is the *official* means of communication on campus. It is necessary for students to *check their email regularly*. Students are responsible for any information sent to his/her email account.

**Please Note:** The Office of Student Financial Planning frequently send communication to the student via the official University email system and not by postal delivery; therefore, it is required that all students access their Union University email and WebAdvisor accounts.

### **How do I log onto GroupWise?**

**Step 1:** Once you are fully registered and your account has been setup, you will be able to access your Union email. *Your Username:* “s” followed by your ID# (Depending on when you were first enrolled as a Union student, your ID# could be 4 – 7 digits long.

*\*Your Password:* Once you have changed your Novell password by logging into a Union computer for the first time, your GroupWise password will automatically be changed to match this password. Each time you change your password when prompted when logging into a campus computer, your GroupWise email password will automatically be changed to the new password as well.

**Step 2:** If checking email from a campus computer, you must first login to the network. Once you have logged in, you will notice a GroupWise icon on the desktop. Open GroupWise by double clicking on this icon. Your account will open immediately.

**Step 3:** If checking email from home, you can go to [mail.uu.edu](http://mail.uu.edu) via the Internet. Do not use [www](http://www). The first page that loads will ask you to choose a language. English is the default language – just click GO on this page. On the next page, enter your username and password. *Note: Once you change your password in Novell have*

your Novell password reset to the original default password, your GroupWise password will automatically be changed to the same password. **Your email address is your username @uu.edu (Example – sl234567@uu.edu)**

## **FINANCIAL AID / ACCOUNTING SERVICES**

### **Where do I pay my tuition?**

Payments may be left with the Campus Student Accounts Representative or the Campus Receptionist during office hours. If it is after hours, only checks and/or money order payments may be dropped through the drop box on the door to Room 105. You may also mail payments to:

Union University  
Student Accounts  
1050 Union University Drive  
Jackson, TN 38305

Payments may also be made online through your WebAdvisor account. However, prepayments are not accepted online. ALL credit card payments receive a 2.5% fee. Finally, students desiring to make a payment over the phone must call Union Station in Jackson at 731-661-5000. Please remember, ALL credit card payments are charged a 2.5% fee.

### **Where do I apply for Federal Financial Aid?**

FASFA should be filed at least 6 to 8 weeks prior to the beginning of the program. This process can be completed online at [www.fasfa.ed.gov](http://www.fasfa.ed.gov). It is recommended that you begin Financial Aid Applications 3-4 months prior to registration.

The loan application process will require that you (1) complete and forward the FAFSA to the federal government with Union University's school code. (2) Complete a Union University Financial Aid Application and a Stafford Master Promissory Note and forward it to the Union University Financial Aid Office located on the Jackson Campus (Financial Aid, Union University, 1050 Union University Dr., Jackson, TN 38305). For more information and links to the necessary documents, students may refer to the Financial Aid website is [www.uu.edu/financialaid](http://www.uu.edu/financialaid).

### **When is my first payment due?**

If you are an **EDUCATION** student, payment is due at registration/orientation, per payment plan agreement.

If you are a **BUSINESS** student, you may use one of the following four options for tuition payments: (1) Students may pay for each term prior to the start of the term. (2) Students may pay for each course prior to the start of each course. (3) Students may file tuition reimbursement forms prior to registration; however, students are only allowed to be one course payment behind when registering for the next term. (4) Students may apply for a federal Stafford loan.

If you are a **NURSING** student, please contact your program coordinator for payment instructions.

If you are a **CHRISTIAN STUDIES** student, you may pay before or on the first night of class. If you wish to spread your payments out over the course of the semester, you may enroll in the FACTS program.

If you are a **CONTINUING STUDIES** student, you may use one of the following four options for tuition payments: (1) Students may pay in full each semester when registering for class. (2) Students may file tuition reimbursement forms prior to registration and 65% of term charges must be received prior to registering for the next semester. Questions about tuition reimbursement should be directed to the Coordinator of Continuing Studies. (3) Students may apply for Stafford Loans or Pell Grants only. In order to apply these loans and grants toward your tuition, your financial aid must be approved prior to registration. (4) Finally, students may utilize the FACTS payment plan through the Union Business office. You must register for FACTS prior to registration.

**IMPORTANT NOTE:** If Federal Stafford Loans, Pell Grants, employer reimbursements or the FACTS payment plan are not approved and available at the time of registration, students must assume the cost and pay in full by cash, check, or credit card.

### **How do I set up a FACTS payment plan?**

The FACTS program is an interest-free monthly payment plan available to our students. Through the FACTS program, students authorize FACTS to process bank-to-bank transfer of funds. Payments may be made from either students' checking or savings account OR automatically charged to students' credit card until the balance is paid in full. Students who elect to use the credit card option will be charged a convenience fee. In addition, a small nonrefundable fee of \$25 per semester or \$45 annual will be added for enrollment in the program. Students

wishing to set up a FACTS payment plan should refer to the following link:  
<http://www.uu.edu/admissions/financialinfo/facts/>.

### **Will I receive a bill, if so when?**

Statements are mailed from the Business Office as soon after the beginning of each semester as possible. Service charges apply approximately 30 days after statements are mailed. Unpaid balances must be paid prior to registration for subsequent terms. Students will not be allowed to continue in their programs of study with unpaid balances. Students are also encouraged to check their Web Advisor account for information regarding their student account balance.

### **Who do I call when I have a question concerning my bill?**

Students may call the Germantown Student Accounts Representative at 901.759.0029 x110 or the Adult Student Accounts Representative in Jackson at 731.661.5474.

## **FLORAL DELIVERIES**

Because Union University at Germantown is a non-residential campus, we ask that floral arrangements not be delivered to the campus.

## **FOOD AND BEVERAGES**

Food and drinks should be consumed in the break room. Students are requested to refrain from taking food and drinks into the classrooms unless permission is granted by the professor. Students are not to bring any food or drinks into the computer labs.

## **ACADEMIC GRIEVANCE PROCEDURES**

An academic grievance involving dissatisfaction with the quality of instruction or with the performance of an instructor is referred to as a Review of Instruction. A grievance involving dissatisfaction with a grade is considered a Grade Appeal. A grievance regarding a charge of academic dishonesty, which includes, but is not limited to plagiarism, is referred to as an Academic Dishonesty Appeal. Procedures for addressing each type of grievance are outlined below. "Working days" are defined as days when university offices are open. All email communication will be sent to the student's Union email account.

### **Review of Instruction**

Before initiating a formal Review of Instruction, a student who is dissatisfied with the quality of instruction or with the performance of an instructor should discuss his or her concerns with the instructor. In the event that the issue is not resolved in consultation with the instructor, the student may initiate a formal Review of Instruction. A formal Review of Instruction must be filed within 60 working days of the posting of the final grade for the course and must follow the sequence noted below.

A formal Review begins with the student emailing a detailed written report of his or her concerns to the instructor's department chair or to the dean if the chair is the student's instructor. Within this report the student must identify his or her concerns and provide appropriate documentation to support each concern.

After receiving an email response from the chair (or dean), the student may elect to email the written report to additional administrators, as needed, in the following sequence: the dean of the college or school, the associate provost/dean of instruction (Jackson campus) or the vice president (Germantown campus), and the provost. The student may not advance the report to the next level until he or she has received an email response from the administrator being addressed. Each administrator will attempt to provide the student with a written response within 10 working days of the sent date of the student's email. The student has 10 working days from the sent date of one administrator's email to submit the report to the next level.

Written responses will be kept in a file other than the faculty member's personnel file.

### **Grade Appeal**

A student may initiate a grade appeal when there is legitimate reason to believe that the grade does not accurately reflect the quality of his or her academic work in the course or that the grade was determined in a manner inconsistent with the course syllabus. Before initiating a formal appeal, the student should confer with the

instructor regarding how the grade was determined. In the event that the issue is not resolved in consultation with the instructor, the student may initiate a formal appeal of the grade beginning at the instructor level. The levels of appeal are noted below. Except as noted, levels cannot be bypassed.

**Instructor Level:** The student must email a request to the instructor within 60 working days of the posting of the final grade for the course. In addition to requesting a review of how the grade was determined, the student should include specific reasons for his or her dissatisfaction. The request should be sent to the instructor's Union email address and copied to the instructor's department chair. The instructor will attempt to provide an email response copied to the department chair within 10 working days of the sent date of the student's email.

**Chair/Advisor Level:** The student may continue the appeal process by emailing a request for a review of the grade to the instructor's department chair and to the student's faculty advisor, who together will serve as a review committee. This request should be sent to the Union email addresses of the chair and faculty advisor within 10 working days of the sent date of the instructor's response. The chair and the faculty advisor, serving as the review committee, will provide an email response to the student with copies sent to the instructor and the instructor's dean. In the event that either the chair or the faculty advisor is also the course instructor, the other person on the review committee will select the second member. The second member should be a faculty member within the course instructor's academic department. In the event that one faculty member holds all three roles, the student should begin the process at the Dean's Level.

**Dean's Level:** Either the student or the instructor may appeal the review committee's decision to the instructor's dean. (Students in the MAIS program would direct the appeal to the MAIS Program Director). This email request should be sent to the dean's (or MAIS Program Director's) Union email address within 10 working days of the sent date of the review committee's response. The dean will attempt to provide an email response to the instructor and/or the student with copies sent to the instructor's chair, and the Associate Provost (Jackson campus) or the Vice President (Germantown campus) within 10 working days of the sent date of the instructor/student's request.

**Faculty Affairs/Graduate Appeals Committee Level:** Within 10 working days of the sent date of the dean's response, the student or the instructor may email a written request to the Associate Provost (Jackson) or to the Vice President (Germantown) calling for a review of the grade by the Faculty Affairs Committee (undergraduate) or the Graduate Appeals Committee. The Associate Provost or the Vice President will request a meeting of the appropriate committee for the purpose of reviewing all documentation related to the appeal. The committee will provide an email response to the instructor and the student with copies sent to the instructor's chair and dean and to the Associate Provost or the Vice President.

**Administrative Level:** Within 10 working days of the sent date of the committee's response, either the student or the instructor may submit an email request for a hearing before the Associate Provost or the Vice President. Requests for subsequent hearings before the Provost must be received within 10 working days of the previous hearing. The decision rendered by the Provost, in consultation with the President, is final.

All documents relating to the above procedure will be retained in the student's file kept in the Academic Center.

For information concerning the privacy of grade records, see the handbook section entitled "Confidentiality of Student Records."

### **Academic Dishonesty Appeal**

Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids during testing (including but not limited to technology devices such as digital cameras, cell phone cameras, pen-based scanners, translation programs, and text-messaging devices), to refuse to give or receive information on examinations, and to turn in only those assignments which are the result of their own efforts and research. Failure to provide correct documentation for material gleaned from any outside source, such as the Internet or any published/unpublished work, constitutes plagiarism, a form of cheating subject to strict disciplinary action. Faculty are responsible for discouraging cheating and will make every effort to provide physical conditions which deter cheating and to be aware at all times of activity in the testing area. Students who become aware of cheating of any type are responsible for reporting violations to the course instructor.

Any student found guilty by the instructor of cheating will be subject to disciplinary action by the instructor. If the student is an undergraduate, the instructor will file a report of the incident and the intended disciplinary action with the student and with the Office of the Provost. Incidents involving graduate students will be filed with the student's dean or with the MAIS Program Director. Copies of all incidents will also be filed in the Office of the Dean of Students.

If the student deems this action unfair, he or she may request a hearing before the administrator with whom the report was filed. The administrator will convey the results to the student and to the instructor by email (copied to the Office of the Dean of Students).

If either the student or the instructor involved deems the administrator's action unsatisfactory, within 10 working days of the sent date of the email conveying the results he or she may email the Office of the Provost to request a hearing before the Faculty Affairs Committee (undergraduate) or the Graduate Appeals Committee. (For undergraduate appeals, the President of the Student Government Association will also sit on this committee.) The committee will convey its decision to the student and to the instructor by e-mail. The decision of this committee will be final upon approval by the Provost in consultation with the President.

### **GUIDANCE AND COUNSEL**

There are a number of resources available to students at Union when they want to talk with someone about a concern or problem they are facing. If the problem is of a moral or spiritual nature, students may wish to contact the Minister to the University or someone in the Office of Campus Ministries. The student's personal well being is of utmost importance and all information will be kept confidential. Todd Brady, the Minister to the University can be contacted at 731.661.5161 or tbrady@uu.edu. See also Counseling Services.

### **IDENTIFICATION CARDS ("Dawg Tag")**

Each student is required to have a current photo identification card. Student identification cards (Dawg Tag) will be made during the initial registration. Student fees cover the cost of the Dawg Tag made during regular registration. Replacement cards may be secured from the Office of Safety and Security during regular business hours at a cost of \$25.00. If you have lost your ID, please contact Don Lee or Dave Dacus at 901.759.0029, ext. 136, or your program coordinator.

### **LOST AND FOUND**

If you have lost an item or want to turn in a lost item, please see the Campus Receptionist during business hours or the Campus Security Guard after hours.

### **OFFICE HOURS**

Office hours are 8:00 a.m. – 4:30 p.m., Monday thru Friday except during the months of June, July, and August. The office will be open only until 4:00 p.m. during these months. The main office can be reached at 901.759.0029.

### **ORIENTATION**

Graduate programs, R.G. Lee, and BSOL programs have their own orientation. For more information contact the program coordinator.

### **RECREATION FACILITY USE**

All Germantown faculty, staff, and students have free access to the Germantown Baptist Church Recreation Center. The Center offers personal trainers, aerobics classes, pilates classes, an indoor track, weight management support group, childcare, and much more. Membership is free; however, an orientation session is required before using the weight room. For hours, class offerings, and schedules, please see their website [www.gbconline.net](http://www.gbconline.net) or call Germantown Baptist Church at 901.260.5704, ext 7836.

## **SAFETY AND SECURITY**

The University makes every reasonable effort to provide for the safety and security of students and their personal property, but students must practice good safety habits and exercise individual responsibility. The ultimate responsibility for personal security rests with each individual. Each person should be aware of his/her surroundings and potential risks to personal safety: walk with friends and in lighted areas, know building evacuation procedures, drive defensively and lock vehicles. Please report crimes to Don Lee or Dave Dacus at 901.759.0029, ext 136, or your Program Coordinator. The building is equipped with an ADT security system and a full-time security officer.

### **Motor Vehicle Registration and Parking**

Every individual who maintains or operates a motor vehicle on the Union University/Germantown campus must register each vehicle with the Office of Safety and Security at the beginning of the semester or within 24 hours when brought to the campus. Additional permits are available for a charge of \$5 each. The vehicle's license plate number and proof of current auto liability insurance is required for registration of the vehicle.

The permit must be affixed directly to the glass on the **OUTSIDE OF REAR WINDOW** on the driver's side in the bottom corner. Use the adhesive on the permit to attach it to the window. No other method of attaching the permit is acceptable. Faculty/staff parking permits are blue and student parking permits are green. The University reserves the right to inspect cars that are parked on University property.

## **SECURITY ACT INFORMATION**

The Crime Awareness and Campus Security Act of 1990 and the Tennessee Code §§ 49-7-2201, et.seq., College and University Security Information Act require that each institution of higher education report to the Federal Bureau of Investigation and the Tennessee Bureau of Investigation on an annual basis, statistics for crimes occurring on campus and in student housing.

Students are requested to report any crime or suspected crime on campus to the Office of Safety and Security where an official written report will be completed.

Any student, Union employee or applicant for admission or employment, may review, during regular office hours, the Union University Safety and Security Report and campus crime statistics. Copies of crime stats are available in the office of Admissions, Academic Services, and the Office of Safety and Security. In addition the Union University Safety and Security Report may be reviewed in the Office of Safety and Security. Spastics are also available online at [www.uu.edu/student-services/safety&security/crimestats](http://www.uu.edu/student-services/safety&security/crimestats).

## **SEXUAL HARASSMENT**

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the University community.

**Sexual Harassment Defined:** The definition of sexual harassment varies greatly. Therefore, we will use the Equal Employment Opportunity Commission's guidelines. According to the Equal Employment Opportunity Commission's guidelines prohibiting sexual harassment there are two types of sexual harassment: (1) Quid pro quo – "submission to or rejection of such conduct by an individual that is used as a basis for employment decisions affecting such individual" and (2) Hostile environment – "unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment." Sexual Harassment in the college community may include, but may not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature where: (1) submission to such conduct is a term or condition of an individual's employment or education; (2) submission to or rejection of said conduct is used as a basis for academic or employment decisions affecting the individual; or (3) such conduct results in a hostile environment which has the effect of interfacing with an individual's academic or professional performance.

**Policy Statement:** Sexual harassment of any type will not be tolerated and is expressly prohibited. Sexual harassment is grounds for disciplinary action, which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty and staff are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it

responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off-campus.

### **Complaint Procedure**

**Student** – A student with a complaint against a faculty member, a member of the administration, or another student may make initial contact with the Program Director or the Dean of Students. Alternate contacts include the Program Coordinator, the Provost and the President. The contact person will initiate an Incident Report form and forward to the Dean of Students.

The University will handle the matter with as much confidentiality as possible. There will be no retaliation against faculty, staff, or student who reports a claim of sexual harassment or against any faculty, staff, or student who is a witness to the harassment. The University will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Program Director or a designated official if someone in that office is the subject of the investigation. In that event, the office of the Provost (faculty) or the Assistant Dean of Students (staff or student) will direct the investigation. As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be that sexual harassment did occur, and corrective action (reprimand, demotion, discharge, or other appropriate action) will be communicated in writing to the complainant and respondent. Appeals to this process may be conducted in accordance to the most recent revision of the handbook under the section(s) entitled “Violation of Standards of Conduct” or “Grievance Procedures.”

All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee’s personnel file. Although filed separately, all personnel related files will be kept in the Human Resources Department.

### **STUDENT LOUNGE**

A student breakroom is located in room 116. The breakroom is equipped with lounge furniture, a small kitchen with a few appliances, and vending machines. Union University students are welcome to use the room for meals, studying, etc. We simply ask students to be respectful of not only the furnishings provided, but also the rights of others using the breakroom.

### **TELEPHONES**

The main number for Union University Germantown Campus is 901,759.0029 and can normally be reached from 8:00 a.m. to 4:30 p.m., Mondays – Fridays during the regular academic year. A telephone for student use is available upstairs by the student copier. Please dial 9 to get an outside line.

### **TOBACCO USE**

As of February 11, 2008, Union University, Germantown is a smoke and tobacco free campus. Smoking is prohibited anywhere on the Jackson or Germantown properties. This position is supported by safety regulations, the findings of medical science, wise economy, consideration due others, and the desire for a clean campus. Those wishing to smoke must walk/drive off campus in order to smoke or use tobacco. We hope this policy greatly discourages our students from smoking, allows visitors and community members to enjoy a smoke free environment and promotes a more beautiful campus, free from cigarette butts.

The University desires to assist those who need help with tobacco use and/or addiction. Students should contact Dr. Paul Deschenes, Director of Counseling Services at 731-661-5322 or [pdeschene@uu.edu](mailto:pdeschene@uu.edu) for assistance.

### **VOTER REGISTRATION**

Students are eligible to vote in Tennessee, however students are encouraged to register to vote in their home state and vote by absentee ballot. Students can register to vote online at [www.BeAVoter.com](http://www.BeAVoter.com). Students may also call the Dean of Students office, 731.661.5090, for registration information.

## **WEBADVISOR**

WebAdvisor can be used to check grades, account balances, class schedules, etc.

**Please note:** Grades are not mailed to students' home addresses. Therefore, checking Web Advisor on a regular basis is extremely important.

**Step 1:** Access using Internet Explorer <http://webadvisor.uu.edu> . Do not use www.

**Step 2:** Top right corner you will find Log In. Enter your username and password. Your Password will be the same as when you access the computers on campus and/or your GroupWise account.

**Step 3:** Enter Web Advisor for Students.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

### **Introduction**

Students possess the privileges, responsibilities and rights of several citizenships, including those of state, federal, and municipal governments. Enrollment in Union University presents privileges beyond those available to all citizens at the partial expense of the Tennessee Baptist Convention. With these additional privileges come additional responsibilities.

### **Authority for Community Expectations**

Union University seeks three sources of authority in light of the University mission for the community expectations it places on students.

Scripture (What does the Bible say to us about community expectations?)

Legal Authority (Local, State, and Federal Laws)

Baptist Life and Christian heritage (The life-style issues, roots, and values of evangelical Christians who find their authority in God's Word and have stressed the need for a personal, redemptive faith in Jesus Christ.)

It is from these three sources that the five Community Values of Union University are based. As is the case with all communities, reasonable expectations are identified which contribute to the common good of the community. Being a contributing member of a community requires that selfish individualism must give way to what is best for a caring, orderly, and just community.

Therefore, five Community Values have been identified that affirm a peaceful, purposeful, and biblical community founded on the moral and ethical integrity of students and faculty. As a community we are committed to the Christian values on which Union University was founded.

### **THE FIVE UNION COMMUNITY VALUES ARE:**

Worth of the individual (Luke 12:7)

Self-discipline (Galatians 5:22-26)

Academic and personal integrity (Proverbs 12:22)

Respect for property and the environment (Psalm 24:1, Genesis 2:15, 1 Corinthians 4:2, Exodus 20:15)

Respect for community authority (Romans 13:1, 2)

## **UNIVERSITY COMMUNITY VALUE STATEMENTS**

### **Worth of the Individual**

We value the intrinsic worth of every individual. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions and an awareness of the consequences of our actions on the broader community. (Luke 12:7 *"But even the hairs of your head are all counted. Do not be afraid; you are of more value than many sparrows."*; Galatians 6:1-2 *"Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you also may be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ."* NIV)

**PERSONAL ABUSE.** Personal abuse is defined as any behavior that results in harassment, coercion, threat, disrespect, and/or intimidation of another person or any unwanted sexual attention towards another person. This action may include any action or statements that cause damage or threaten the personal/or psychological well-being of a person.

Minimum Sanction:

University Probation

**SEXUAL IMPROPRIETY.** Sexual impropriety includes but is not limited to participation in or appearance of engaging in premarital sex, extramarital sex, homosexuality, homosexual activities or cohabitation.

Minimum Sanction: Fine, Community Service hours and Counseling

**PORNOGRAPHY.** Pornography is defined as viewing, possession, purchase or distribution of any pornographic materials in any form (magazines, photos, CD ROM, games, computer games, Web sites, etc.). Computing Services has a complete policy available for the appropriate use of the Internet and the University's computers, [www.uu.edu/computing/aup.htm](http://www.uu.edu/computing/aup.htm). (Ephesians 5:1-5 *"Be imitators of God, therefore as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For of this you can be sure: No immoral, impure or greedy person—such a man is an idolater—has any inheritance in the kingdom of Christ and of God."* NIV)

Minimum Sanction: Reprimand and Counseling

### **Self-Discipline**

We value personal responsibility and recognize the individual's need for physical, intellectual, spiritual, social and emotional wholeness. We value the full development of every student in terms of a confident and constructive self image, of a commitment to self-discipline and of a responsible self-expression. (Galatians 5:22-26 *"By contrast, the fruit of the Spirit is love, joy, peace, patience, kindness, and self-control. There is no law against such things. And those who belong to Christ Jesus have crucified the flesh with its passions and desires."* NIV)

**ALCOHOLIC BEVERAGES.** The possession, use, purchase or distribution of alcoholic beverages is prohibited on campus. The possession of empty alcoholic beverage containers and/or drug paraphernalia on campus (on campus includes all facilities of the University) will be considered strong evidence that alcohol and drug regulations have been violated.

Minimum Sanctions: Individual—Probation

**USE OR POSSESSION OF ILLEGAL DRUGS.** The purchase, possession, use or distribution of drug paraphernalia or any substance of abuse is prohibited except under the direction of a licensed physician. A substance of abuse is any form of narcotics, hallucinogenic, sports enhancement or "street drug," alcohol, and any other controlled substances as defined by law. Local enforcement may be called.

Minimum Sanctions: Individual—Suspension  
Organization—Suspension of University organization status

**GAMBLING.** To play or game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays.

Minimum Sanction: Reprimand

**TOBACCO.** Realizing that the use of tobacco is harmful to health, Union University does not allow the use of tobacco in any form on either the Jackson or Germantown facilities. Union University is a smoke-free campus and smoking is not permitted within the University loop road. Smoking cessation classes are available for those wishing to quit an addiction. See **TABACCO USE** on page 18 for further details.

Minimum Sanction: Reprimand

### **Academic & Personal Integrity**

We value a campus community that encourages personal growth and academic development in an atmosphere of Christian influence. We affirm the necessity of both academic and personal standards of conduct that allow students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. (Proverbs 12:22 *"The Lord detests lying lips, but he delights in men who are truthful."* NIV)

**ACADEMIC INTEGRITY.** Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids on examinations and all graded assignments to refuse to give or receive information on examinations and all graded assignments and to turn in only those assignments which are a result of their own efforts and research. Faculty are to accept the responsibility for discouraging cheating. They are to make every effort to provide physical conditions which will deter cheating. They are to be aware at all times of activity in the testing area. Any student found guilty of cheating by the instructor will be subject to disciplinary

action by the instructor. The instructor will file a report of the incident and the intended disciplinary action with the Office of the Provost. If the student deems this action unfair, he/she may request a hearing before the Provost and instructor. A written report of this hearing and decision will be retained by the Provost. If either the student or faculty member involved deems the Provost's action unsatisfactory, he/she may request a hearing before a committee composed of the President of the Student Government Association and the Faculty Affairs Committee. The decision of this committee will be final upon approval by the President.

**PERSONAL INTEGRITY.** This is considered lying or committing fraud on any level.

Fraud Minimum Sanction:	Restitution and Probation
Lying Minimum Sanction:	Reprimand

### **Respect for Property and the Environment**

We value the rights and privileges of owning and using property, both personal and University, and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property we recognize the accountability of our actions to the future Union community. (Exodus 20:15 "You shall not steal."; Psalm 24:1 "The earth is the Lord's, and everything in it, the world, and all who live in it."; Genesis 2:15 "The Lord God took the man and put him in the Garden of Eden to work it and take care of it."; 1 Corinthians 4:2 "Moreover it is required of stewards that they be found trustworthy." NIV)

**LITTERING.** Intentionally throwing trash on the ground.

Minimum Sanction:	Reprimand and Restitution
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**PROPERTY DAMAGE.** Actions that violate this community value include destroying, defacing, or damaging in any way property belonging to others.

Minimum Sanction:	Probation and Restitution
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**UNAUTHORIZED ENTRY.** This occurs when one enters into any University building, vehicle, office, gated parking lot, student room, or window without prior authorization.

Minimum Sanction:	Fine & Restitution
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**STEALING AND POSSESSION OF STOLEN OR LOST PROPERTY.** This is defined as the unauthorized taking, borrowing, and/or keeping of property belonging to the University or others.

Minimum Sanction:	Probation and Restitution
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**SETTING A FIRE AND ARSON.** Deliberately lighting a fire.

Minimum Sanction:	Reprimand & Restitution
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Note: The minimum sanction for illegal file sharing will include restitution & disconnection from the university network.

**POSSESSING FIREARMS, WEAPONS, OR FIREWORKS.** This is the possession, whether open or concealed, of any weapon that could be used to intimidate, scare, or harm others or possession of materials used to manufacture bombs, firearms, or weapons.

Minimum Sanction:	Probation and Confiscation of firearm, fine and community service hours.
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**TAMPERING WITH FIRE SAFETY EQUIPMENT.** Tampering with or removing emergency instruction sheets, fire alarms, fire extinguishers, exit signs, or other safety equipment puts others at risk of injury. Tampering with such equipment is strictly prohibited.

Minimum Sanction:	Fines (minimum \$100) and / or Probation
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**MISUSE OF UNIVERSITY E-MAIL / NETWORK.** Students are held responsible for abiding by the computer acceptable use policy found at [www.uu.edu/computingservices](http://www.uu.edu/computingservices).

Minimum Sanction:	Reprimand
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### **Respect for Community Authority**

We value our privileges and responsibilities as members of the University community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including University, municipal, state and federal laws. (Romans 13:1, 2 *“Let every person be subject to the governing authorities; for there is no authority except from God, and those authorities that exist have been instituted by God. Therefore whoever resists authority resists what God has appointed, and those who resist will incur judgment.”* NIV)

**BREACH OF PEACE.** Breach of peace is any action which disrupts the peace or which endangers or tends to endanger the safety, health, or life of any person. It also includes the disruption of the functional processes of the University by individuals and/or organizations.

Minimum Sanction: Reprimand

**INSUBORDINATION.** Failure to comply with a request, written or verbal, of an authorized University staff member constitutes insubordination. Failure to comply based on a difference of opinion is not an acceptable response.

Minimum Sanction: Reprimand and Written Apology

**CREATING A NUISANCE WITH NOISE.** Talking, yelling, singing, playing a musical instrument, electronic device, etc., loud enough to disturb other members of the University community is strictly prohibited.

Minimum Sanction: Reprimand

**RECKLESS BEHAVIOR.** Any behavior which creates a risk of danger to one’s self or others in the University community is strictly prohibited.

Minimum Sanction: Probation

**BREAKING A CITY, STATE, OR FEDERAL LAW.** All students are required to abide by the laws of the local, state, national, and international governments and are subject to judicial action at the hands of the University and/or law enforcement agencies. Formal charges, complaints, or indictments by government entities are not prerequisite for University action under this section.

Minimum Sanctions: Correspond to the degree of the seriousness of the law violated

### **VALUES VIOLATION SANCTIONS**

The type of behavior deemed to violate these values is determined under the sole discretion of the University. This would include behavior deemed inconsistent with our understanding of Christian values. A student engaged in this behavior is subject to one or more of the Values Violations Sanctions listed below. All sanctions are evaluated in light of past disciplinary records. *“No discipline seems pleasant at the time but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”* Hebrews 12:11

**Reprimand** – Official warning that continuation or repetition of an inappropriate behavior will result in a more severe sanction.

**Fine** – Financial consequences corresponding to the violation.

**Community Service** – This sanction requires the student to render a designated number of hours as specified service to the University or community.

**Loss of Privilege** – This sanction prohibits the student from participation in specific University activities. (Restriction from social activities, shortened curfew, etc.)

**Restitution** – Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student’s misconduct or a fine set in relation to the offense.

**University Probation** – Formal written warning that the student’s conduct is in violation of University policies and his/her status as a student is in jeopardy placing them out of good standing with the University. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation. Students on probationary status may not hold student leadership or officer positions, for example: University Athletics, SGA, SAC, Life Group Leaders, Focus Leaders, Resident Advisors, Resident Staff Advisors, Fraternity/Sorority officers, and any other leadership positions on campus. Students on probationary status may not participate in intramurals until they have been removed from probationary status.

**Immediate Suspension** – In the event a student’s actions on- or off-campus show that the student’s continued presence constitutes a danger to property, others or themselves, the student may be placed on

immediate suspension until a campus hearing can be arranged. A student on interim suspension will be restricted for the campus or from a particular program, activity, or building.

**University Suspension** – Termination of student status at the University for not less than the remainder of the semester during which time the student's presence on Union University campus is prohibited without permission of the Dean of Students. Tuition may be refunded on a pre-rated basis according to the University Catalogue. Students who reapply and are allowed to return to Union following a university suspension will enter on probationary status and may be ineligible for university functions for not less than one semester. See page 51 or the University Academic Catalogue.

**Expulsion** – Termination of student status at the University permanently or for an indefinite period of time.

## **STUDENTS' RIGHTS AND THE VALUES VIOLATION PROCESS**

### **The Judicial Process**

The purpose of the Values Violation Process is to give fundamental fairness and consistency to a student who has possibly violated a Union University Value. A student who has been charged with a value violation and thus alleged to be involved in an inappropriate behavior will be granted these rights in the judicial process.

Any student, faculty, staff, parent, or guest may present an oral or written report (incident report form) of the facts as they know them regarding the alleged violation.

The report is referred to the Assistant Dean of Students. If there is substantial evidence to support this alleged violation, he/she will arrange a meeting with the student.

The student will receive written or verbal notification from the Assistant Dean of Students or Resident Director of the alleged violation and meeting. Failure by the student to appear for a scheduled hearing of which he/she had been officially notified will necessitate a decision be made by the University without the student's input. A summons to a judicial hearing takes precedence over any University class or activity.

After the hearing takes place, the degree of involvement will be established and a sanction will be given.

The student will receive written notification of the outcome of the judicial hearing listing any assigned sanctions.

Any student has the right to appeal the decision of any disciplinary hearing if the student believes the treatment received was unjust, all the facts in the situation were not taken into consideration or the action taken was too severe for the behavior involved.

Registration for subsequent terms or the conferral of academic degrees may be withheld pending the resolution of allegations of values violations.

### **Students' Rights**

Procedures. The student will be informed verbally or in writing of the judicial process.

Hearing. Depending on the type of violation, the student may request a hearing before the Faculty/ Student Judicial Council, Assistant Dean of Students, Dean of Students or the Provost.

Evidence. The student will be informed of all the evidence connecting him / her to the alleged value violation.

Testimony. The student may offer personal testimony, decline to testify against oneself or bring personal witnesses to the hearing.

Counsel. The student may bring a Union University faculty, staff, or student to the hearing in the role of friend, advisor, and counselor.

### **The Appeal Process**

The University offers an Appeal Process to all students who feel the facts surrounding their judicial hearing merit an appeal. The student must fill out an Appeal Form available in the Dean of Student's Office. This must be completed and returned within 48 hours after receiving notice of disciplinary sanctions. The student may appeal a decision based on one of the following reasons:

- The treatment received was unjust.
- All the facts in the situation were not considered.
- The action taken was too severe for the behavior involved.
- Students did not receive due to process as outlined in the *Campus Handbook*.

The Appeal Form must be complete and detailed. Students are not guaranteed an interview with the judicial council hearing the appeal. All judgments on an appeal may be made solely on the information written in the appeal. This information must be directly related to one of the three reasons above. This information must also be typed and stapled to the Appeal Form.

The student will be provided an official written notification detailing the decision to accept or deny the appeal. The grade appeal process is listed in detail on page 13 of this Handbook.

### **Re-admittance After Expulsion**

Any student once having been admitted to Union University and then missing one or more semesters for judicial reasons (Fall or Spring) must be re-admitted by the following process:

- Complete a new application (fee is not required).
- Clear all previous academic, social, and financial obligations. This includes written permission from the Dean of Students for readmittance.
- Submit official transcripts from any undergraduate institutions attended since leaving Union.
- Submit a student transfer form from the last institution attended if it was a college other than Union.

### **Community Support and Redemptive Discipline**

From a Biblical perspective, all discipline is redemptive in nature, seeking to reconcile the individual to God and to his/her neighbor. To assist in accomplishing this, Union attempts to model the Biblical ideal of redemptive discipline as outlined in Matthew 18:15-18, James 5:19-20, and Galatians 6:1-2. Like a pyramid, most situations can be confronted and dealt with initially at the lowest level, student to student. If the problem is not resolved, it rises to the next level. As you rise up the pyramid, the options for disciplinary action are more limited. The goal is to resolve as many situations as possible involving as few people as possible. By doing so, relationships and individuals can be restored to the glory of God.

### **Community Responsibility**

At Union University all members of the University community have the responsibility to respond to value violations. When in the presence of a violation, the individual has the responsibility to leave the area where the violation is occurring; to intervene or confront the violation so the behavior stops; and/or contact appropriate Union University staff members so the violation can be confronted.

The responsibility to abide by and respect University values is held by all members of the University community. If members of the community willingly remain in the presence of a value violation without taking action to disassociate themselves, they may be perceived as supporting the values violation. Such support of violations undermines the purpose of the community as an atmosphere conducive to academic and personal growth for its members.

### **Seeking to Change**

Each student should be aware of his/her own behavior and the positive or negative effects that behavior can have on the community. If a student knows their behavior is outside the limits established by the University and sincerely wishes to get assistance in order to change that behavior, they may take the initiative to discuss this with a Resident Advisor, Residence Director, the Director of Counseling Services or the Director of Residence Life without the threat of disciplinary action. This kind of problem is defined as a "personal problem," and the staff member will seek to work with the student toward the goal of restoration (Proverbs 27:5, 6). Exceptions to this approach may be where behavior is repetitive, self-destructive, hazardous to others or self or involves a significant legal issue.

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